



Federal Implementation Guideline for Electronic Data Interchange

ASC X12 003040 Transaction Set 855 Purchase Order Acknowledgment (Revision 1)

Implementation Convention



U.S. DEPARTMENT OF COMMERCE
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¹ At Boulder, CO 80303.

² Some elements at Boulder, CO.

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Electronic Commerce Acquisition Program Management Office
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National Institute of Standards and Technology
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The National Institute of Standards and Technology (NIST)'s Information Technology Laboratory (ITL) develops standards and guidelines, provides technical assistance, and conducts research for computers and resources. As part of the overall federal effort to establish a single face to industry for conducting electronic commerce, ITL has been designated as the organization responsible for coordinating the development of Federal Implementation Conventions (ICs) for Electronic Data Interchange (EDI). ICs are defined by functional-area experts who create and select options from standard EDI Transaction Sets to yield the implementations to be used for practical EDI. These ICs are made available to federal agencies and industry by electronic means and this Special Publication Series.

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855 Purchase Order Acknowledgment

Functional Group ID=**PR**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Acknowledgment Transaction Set (855) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to a seller's acknowledgment of a buyer's purchase order. This transaction set can also be used as notification of a vendor generated order. This usage advises a buyer that a vendor has or will ship merchandise as prearranged in their partnership.

Notes:

1. This transaction set is used for bilateral purchase orders and delivery orders against basic contracts and Federal Supply Schedules, to indicate acceptance: rejection, with or without detail: or acknowledgment, with detail and with or without change.

When BEG07 in the 850 transaction set is not transmitted, an 855 transaction set should not be used for acknowledgment.

When BEG07 in the 850 transaction set is code AC, BIG02 can contain code AC, AD, or RJ.

When BEG07 in the 850 transaction set is code AK, BIG02 can contain code AT, RF or RJ.

When BEG07 in the 850 transaction set is code AD, BIG02 can contain code AD or RJ.

2. When BAK02 is code AD, transmit all segments, data elements and codes that were contained in the applicable 850 transaction set.

3. When BAK02 is code AC, transmit the change information using the appropriate segment, data element or code and also transmit all other unchanged segments, data elements and codes contained in the corresponding segments in the applicable 850 transaction set.

4. When BAK02 is either code AT or RJ, transmit the mandatory and required segments and data elements. Also transmit the N1 loop with codes BY and SE.

5. When BAK02 is code RF, transmit the mandatory and required segments and data elements. Also transmit the N9 loop and the N1 loop using codes BY and SE.

Heading:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BAK	Beginning Segment for Purchase Order Acknowledgment	M	1		
Not Used	030	NTE	Note/Special Instruction	F	100		
Not Used	040	CUR	Currency	O	1		
Not Used	050	REF	Reference Numbers	O	12		
	060	PER	Administrative Communications Contact	O	3		
Not Used	070	TAX	Tax Reference	O	>1		
	080	FOB	F.O.B. Related Instructions	O	>1		
Not Used	090	CTP	Pricing Information	O	25		

Not Used	110	CSH	Header Sale Condition	O	1	
Not Used	120	SAC	Service, Promotion, Allowance, or Charge Information	O	25	
	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5	
Not Used	140	DIS	Discount Detail	O	20	
Not Used	145	INC	Installment Information	O	1	
Not Used	150	DTM	Date/Time/Period	O	10	
Not Used	160	LDT	Lead Time	O	12	
Not Used	180	LIN	Item Identification	O	5	n1
Not Used	185	SI	Service Characteristic Identification	O	2	
Not Used	190	PID	Product/Item Description	O	200	
Not Used	200	MEA	Measurements	O	40	
Not Used	210	PWK	Paperwork	O	25	
Not Used	220	PKG	Marking, Packaging, Loading	O	25	
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	250	TD3	Carrier Details (Equipment)	O	12	
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	270	MAN	Marks and Numbers	O	10	
Not Used	275	TXI	Tax Information	O	>1	

LOOP ID - N9

1000

280	N9	Reference Number	O	1	
290	MSG	Message Text	O	1000	

LOOP ID - N1

200

	300	N1	Name	O	1	
	310	N2	Additional Name Information	O	2	
	320	N3	Address Information	O	2	
	330	N4	Geographic Location	O	1	
Not Used	335	NX2	Real Estate Property ID Component	O	3	
Not Used	340	REF	Reference Numbers	O	12	
	350	PER	Administrative Communications Contact	O	3	
Not Used	360	FOB	F.O.B. Related Instructions	O	1	
Not Used	370	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	380	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	390	TD3	Carrier Details (Equipment)	O	12	
Not Used	400	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5	
Not Used	410	PKG	Marking, Packaging, Loading	O	25	

Detail:

Pos. No.	Seg. ID	Name	Req. Des.	Max. Use	Loop Repeat	Notes and Comments
		LOOP ID - PO1			100000	
	010	PO1	Baseline Item Data	O	1	n2
Not Used	018	SI	Service Characteristic Identification	O	5	
Not Used	020	CUR	Currency	O	1	
Not Used	030	PO3	Additional Item Detail	O	25	
Not Used	040	CTP	Pricing Information	O	25	
Not Used	049	MEA	Measurements	O	40	

		LOOP ID - PID		1000	
	050	PID	Product/Item Description	O	1
Not Used	060	MEA	Measurements	O	10
Not Used	070	PWK	Paperwork	O	25
Not Used	090	PO4	Item Physical Details	O	1
Not Used	100	REF	Reference Numbers	O	12
Not Used	110	PER	Administrative Communications Contact	O	3
Not Used	130	SAC	Service, Promotion, Allowance, or Charge Information	O	25
Not Used	140	IT8	Conditions of Sale	O	1
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2
Not Used	160	DIS	Discount Detail	O	20
Not Used	165	INC	Installment Information	O	1
Not Used	170	TAX	Tax Reference	O	>1
Not Used	180	FOB	F.O.B. Related Instructions	O	1
Not Used	190	SDQ	Destination Quantity	O	500
Not Used	200	DTM	Date/Time/Period	O	10
Not Used	210	LDT	Lead Time	O	12
Not Used	220	SCH	Line Item Schedule	O	200
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	1
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	250	TD3	Carrier Details (Equipment)	O	12
Not Used	260	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
		LOOP ID - ACK		104	
	270	ACK	Line Item Acknowledgment	O	1
Not Used	280	DTM	Date/Time/Period	O	1
Not Used	290	MAN	Marks and Numbers	O	10
Not Used	300	AMT	Monetary Amount	O	1
Not Used	302	TXI	Tax Information	O	>1
		LOOP ID - PKG		200	
Not Used	303	PKG	Marking, Packaging, Loading	O	1
Not Used	305	MEA	Measurements	O	>1
		LOOP ID - N9		1000	
Not Used	350	N9	Reference Number	O	1
Not Used	360	MSG	Message Text	O	1000
		LOOP ID - N1		200	
Not Used	370	N1	Name	O	1
Not Used	380	N2	Additional Name Information	O	2
Not Used	390	N3	Address Information	O	2
Not Used	400	N4	Geographic Location	O	1
Not Used	405	NX2	Real Estate Property ID Component	O	3
Not Used	410	REF	Reference Numbers	O	12
Not Used	420	PER	Administrative Communications Contact	O	3
Not Used	430	FOB	F.O.B. Related Instructions	O	1
Not Used	435	SCH	Line Item Schedule	O	200
Not Used	440	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	450	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12

Not Used	460	TD3	Carrier Details (Equipment)	O	12
Not Used	470	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	480	PKG	Marking, Packaging, Loading	O	25
LOOP ID - SLN					1000
Not Used	490	SLN	Subline Item Detail	O	1
Not Used	500	SI	Service Characteristic Identification	O	5
Not Used	510	PID	Product/Item Description	O	1000
Not Used	520	PO3	Additional Item Detail	O	25
Not Used	522	CTP	Pricing Information	O	25
Not Used	530	ACK	Line Item Acknowledgment	O	104
Not Used	540	SAC	Service, Promotion, Allowance, or Charge Information	O	10
Not Used	550	DTM	Date/Time/Period	O	10
Not Used	554	PO4	Item Physical Details	O	1
LOOP ID - N1					10
Not Used	560	N1	Name	O	1
Not Used	570	N2	Additional Name Information	O	2
Not Used	580	N3	Address Information	O	2
Not Used	590	N4	Geographic Location	O	1
Not Used	600	NX2	Real Estate Property ID Component	O	3
Not Used	610	REF	Reference Numbers	O	12
Not Used	620	PER	Administrative Communications Contact	O	3

Summary:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	CTT	Transaction Totals	M	1		n5
Not Used	020	AMT	Monetary Amount	O	1		n6
Must Use	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. PO102 is required.
3. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.
4. If AMT is used in the detail area, then AMT01 will = 1 and AMT02 will indicate total line amount as calculated by the sender.
5. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
6. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 855 X12.9 Purchase Order Acknowledgment	M ID 3/3
Must Use	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>This unique control number is assigned by the originator of the transaction set or by the originator's application program. This same number is carried in SE02.</i>	M AN 4/9

Segment: **BAK** Beginning Segment for Purchase Order Acknowledgment

Position: 020

Loop:

Level: Heading

Usage: Mandatory

Max Use: 1

Purpose: To indicate the beginning of the Purchase Order Acknowledgment Transaction Set and transmit identifying numbers and dates

Syntax Notes:

Semantic Notes: 1 BAK08 is the seller's order number.

Comments:

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	BAK01	353	Transaction Set Purpose Code Code identifying purpose of transaction set	M ID 2/2
			00 Original <i>Use to indicate an original submission of an 855 transaction set.</i>	
			07 Duplicate <i>Use to indicate a re-transmission of a previously transmitted 855 transaction set.</i>	
Must Use	BAK02	587	Acknowledgment Type Code specifying the type of acknowledgment	M ID 2/2
			AC Acknowledge - With Detail and Change <i>Use to indicate an order is being acknowledged with detail and changes. Use this code only if BEG07 in the application 850 transaction set was code AC.</i>	
			AD Acknowledge - With Detail, No Change <i>Use to indicate the order is being acknowledged with detail and no change. Use this code only when BEG07 in the applicable 850 transaction set was code AC or AD.</i>	
			AT Accepted <i>Use to indicate acceptance of a bilateral purchase order. Use this code only if BEG07 in the applicable 850 transaction set was code AK.</i>	
			RF Reject with Exception Detail Only <i>Use to indicate a rejection (with reasons) of a bilateral purchase order. Use this code only if BEG07 in the applicable 850 transaction set was code AK.</i>	
			RJ Rejected - No Detail <i>Use to indicate the rejection (without reasons) of a bilateral purchase order. Use this code only if BEG07 in the applicable 850 transaction set was AC, AD, or AK.</i>	
Must Use	BAK03	324	Purchase Order Number Identifying number for Purchase Order assigned by the orderer/purchaser <i>Use to identify the purchase order number to which this transaction set applies. Cite the number from BEG03 of the applicable 850 transaction set.</i>	M AN 1/22
Must Use	BAK04	323	Purchase Order Date	M DT 6/6

Date assigned by the purchaser to Purchase Order

Use to identify the date of the purchase order to which this transaction set applies. Cite the date from BEG05 of the applicable 850 transaction set.

Not Used	BAK05	328	Release Number	O	AN 1/30
			Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction		
Not Used	BAK06	326	Request Reference Number	O	AN 1/45
			Reference number or RFQ number to use to identify a particular transaction set and query (additional reference number or description which can be used with contract number)		
Not Used	BAK07	367	Contract Number	O	AN 1/30
			Contract number		
	BAK08	127	Reference Number	O	AN 1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.		
			<i>1. Use to indicate the Seller's order number.</i>		
			<i>2. When BAK02 is code AC, AD, or AT, use to identify the number assigned by the selling party to the buying party's purchase order. The number is used to facilitate references in future communications.</i>		
	BAK09	588	Acknowledgment Date	O	DT 6/6
			Date assigned by the sender to the acknowledgment.		
			<i>Use to identify the date this 855 transaction set was transmitted.</i>		

Segment: **PER** Administrative Communications Contact
Position: 060
Loop:
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes: 1 If either PER03 or PER04 is present, then the other is required.
2 If either PER05 or PER06 is present, then the other is required.
Semantic Notes:
Comments:
Notes: *Use this segment when BAK02 is code AC, AD, or RJ.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named OC Order Contact OD Order Department	M ID 2/2
	PER02	93	Name Free-form name 1. <i>Use to indicate the name and title of the contact.</i> 2. <i>Cite the last name first, followed by the first name, followed by the title. If the name and title are longer than 35 characters, use the initial for the first name.</i>	O AN 1/35
	PER03	365	Communication Number Qualifier Code identifying the type of communication number FX Facsimile TE Telephone	X ID 2/2
	PER04	364	Communication Number Complete communications number including country or area code when applicable <i>Cite the area code and commercial telephone number of the party identified in PER02.</i>	X AN 1/80
Not Used	PER05	365	Communication Number Qualifier Code identifying the type of communication number	X ID 2/2
Not Used	PER06	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/80

Segment: **FOB** F.O.B. Related Instructions

Position: 080

Loop:

Level: Heading

Usage: Optional

Max Use: >1

Purpose: To specify transportation instructions relating to shipment

Syntax Notes: 1 If FOB03 is present, then FOB02 is required.
2 If FOB04 is present, then FOB05 is required.
3 If FOB07 is present, then FOB06 is required.
4 If FOB08 is present, then FOB09 is required.

Semantic Notes: 1 FOB01 indicates which party will pay the carrier.
2 FOB02 is the code specifying transportation responsibility location.
3 FOB06 is the code specifying the title passage location.
4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Comments:
Notes:

1. Use this segment when BAK02 is code AC or AD.
2. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.
3. When BAK02 is code AC, use to identify a change in the shipment method of payment specified in the 850 transaction set, if applicable. Otherwise, transmit the same information contained in the applicable 850 transaction set.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	FOB01	146	Shipment Method of Payment Code identifying payment terms for transportation charges	M ID 2/2
			BP Paid by Buyer The buyer agrees to the transportation payment term requiring the buyer to pay transportation charges to a specified location (origin or destination location) <i>Use to indicate that the FOB point is origin.</i>	
			PE Prepaid and Summary Bill <i>Use to indicate transportation charges are authorized to be prepaid by the seller and added to the invoice. Do not use this code when transmitting an 855 transaction set to the Department of Veteran Affairs.</i>	
			PP Prepaid (by Seller) <i>Use to indicate that the FOB point is destination.</i>	
Not Used	FOB02	309	Location Qualifier Code identifying type of location	X ID 1/2
Not Used	FOB03	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
Not Used	FOB04	334	Transportation Terms Qualifier Code Code identifying the source of the transportation terms	O ID 2/2
Not Used	FOB05	335	Transportation Terms Code Code identifying the trade terms which apply to the shipment transportation responsibility	X ID 3/3
Not Used	FOB06	309	Location Qualifier Code identifying type of location	X ID 1/2

Not Used	FOB07	352	Description A free-form description to clarify the related data elements and their content	O	AN 1/80
Not Used	FOB08	54	Risk of Loss Qualifier Code specifying where responsibility for risk of loss passes	O	ID 2/2
Not Used	FOB09	352	Description A free-form description to clarify the related data elements and their content	X	AN 1/80

Segment:	ITD Terms of Sale/Deferred Terms of Sale
Position:	130
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	5
Purpose:	To specify terms of sale
Syntax Notes:	<ol style="list-style-type: none"> 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required. 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required. 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.
Semantic Notes:	1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.
Comments:	1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.
Notes:	<ol style="list-style-type: none"> 1. Use this segment when BAK02 is code AC or AD. 2. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set. 3. When BAK02 is code AC, use to identify a different discount than specified in the applicable 850 transaction set. Otherwise, transmit the same information as contained in the applicable 850 transaction set.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Not Used	ITD01	336	Terms Type Code Code identifying type of payment terms	O ID 2/2
Not Used	ITD02	333	Terms Basis Date Code Code identifying the beginning of the terms period	O ID 1/2
	ITD03	338	Terms Discount Percent Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	O R 1/6
Not Used	ITD04	370	Terms Discount Due Date Date payment is due if discount is to be earned	X DT 6/6
	ITD05	351	Terms Discount Days Due Number of days in the terms discount period by which payment is due if terms discount is earned	X N0 1/3
Not Used	ITD06	446	Terms Net Due Date Date when total invoice amount becomes due	O DT 6/6
	ITD07	386	Terms Net Days Number of days until total invoice amount is due (discount not applicable)	O N0 1/3
Not Used	ITD08	362	Terms Discount Amount Total amount of terms discount	O N2 1/10
Not Used	ITD09	388	Terms Deferred Due Date Date deferred payment or percent of invoice payable is due	O DT 6/6
Not Used	ITD10	389	Deferred Amount Due Deferred amount due for payment	X N2 1/10
Not Used	ITD11	342	Percent of Invoice Payable Amount of invoice payable expressed in percent	X R 1/5
Not Used	ITD12	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
Not Used	ITD13	765	Day of Month The numeric value of the day of the month between 1 and the maximum day of the month being referenced	X N0 1/2

Not Used	ITD14	107	Payment Method Code Code identifying type of payment procedures	O	ID 1/1
Not Used	ITD15	954	Percent Percentage expressed as a decimal	O	R 1/10

Segment: **N9** Reference Number
Position: 280
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier
Syntax Notes: 1 At least one of N902 or N903 is required.
2 If N906 is present, then N905 is required.
Semantic Notes: 1 N906 reflects the time zone which the time reflects.
Comments:
Notes: *When BAK02 is code RF, use to provide reasons for rejection of a bilateral purchase order.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N901	128	Reference Number Qualifier Code qualifying the Reference Number. 55 Sequence Number <i>Use to indicate reasons for the rejection are being provided. Cite the word "Reason" in N903 and state the reasons in the following MSG segment.</i>	M ID 2/2
Not Used	N902	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	X AN 1/30
Must Use	N903	369	Free-form Description Free-form descriptive text <i>This data element may only contain the word "Reason".</i>	X AN 1/45
Not Used	N904	373	Date Date (YYMMDD)	O DT 6/6
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2

Segment: **MSG** Message Text
Position: 290
Loop: N9 Optional
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free form format that would allow the transmission of text information.
Syntax Notes:
Semantic Notes:
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.
Notes: *Use this segment to provide the reasons for a rejection of a bilateral purchase order.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	MSG01	933	Free-Form Message Text Free-form message text	M AN 1/264
Not Used	MSG02	934	Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer	O ID 2/2

Segment:	N1 Name
Position:	300
Loop:	N1 Optional
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party. 2 N105 and N106 further define the type of entity in N101.
Notes:	1. <i>Whenever possible, address information should be transmitted using code values contained in a combination of the N101, N103/04 data elements. Use N102 and the N2-N4 segments only when it is necessary to transmit the full address. For example, if a vendor can be identified by a DUNS number, it is not necessary to transmit the vendor's full address since the relationship between the DUNS number and the vendor's address can be established by accessing a data base in which the information is stored, having been put there at the time the vendor electronically registered as a federal government trading partner.</i> 2. <i>When BAK02 is AC or AD, transmit the same information as contained in the applicable 850 transaction set.</i> 3. <i>At least 2 iterations of this segment are required with N101 citing code BY and SE.</i>

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
Must Use	N101	98 Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity, a physical location, or an individual	
		BY Buying Party (Purchaser)	
		SE Selling Party	
		ST Ship To	
		<i>Use only when BAK02 is code AC or AD.</i>	
N102	93	Name	X AN 1/35
		Free-form name	
		<i>Use only if BAK02 is code AC or AD.</i>	
N103	66	Identification Code Qualifier	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
		1 D-U-N-S Number, Dun & Bradstreet	
		<i>Use of the DUNS or DUNS+4 is preferred over any other coded number to identify a named party.</i>	
		9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	
		<i>Use of the DUNS or DUNS+4 is preferred over any other coded number to identify a named party.</i>	
		10 Department of Defense Activity Address Code (DODAAC)	
		<i>Use to indicate either a Department of Defense Activity Address Code or a Civilian Agency Activity</i>	

21 **Address Code.**
Health Industry I.D. Number (HIN)
Use only when BAK02 is code AC or AD.

33 Commercial and Government Entity (CAGE)
Use to indicate vendors with CAGE codes.

	N104	67	Identification Code	X	AN 2/17
			Code identifying a party or other code		
Not Used	N105	706	Entity Relationship Code	O	ID 2/2
			Code describing entity relationship		
Not Used	N106	98	Entity Identifier Code	O	ID 2/2
			Code identifying an organizational entity, a physical location, or an individual		

Segment: N2 Additional Name Information
Position: 310
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. *This segment is not necessary when the cited party can be identified by a code value in N101/03/04.*
2. *Use only if BAK02 is code AC or AD.*
3. *When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.*

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N201	93	Name Free-form name	M AN 1/35
	N202	93	Name Free-form name	O AN 1/35

Segment: N3 Address Information
Position: 320
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. This segment is not necessary when the cited party can be identified by a code value in N101/03/04.
2. Use only if BAK02 is code AC or AD.
3. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4** Geographic Location
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the USA or Canada.
Notes: 1. *This segment is not necessary when the cited party can be identified by a code value in N101/03/04.*
2. *Use only if BAK02 is code AC or AD.*
3. *When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.*

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
N401	19	City Name	O AN 2/30
		Free-form text for city name	
N402	156	State or Province Code	O ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency	
N403	116	Postal Code	O ID 3/9
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
N404	26	Country Code	O ID 2/3
		Code identifying the country	
Not Used	N405	309 Location Qualifier	X ID 1/2
		Code identifying type of location	
Not Used	N406	310 Location Identifier	O AN 1/30
		Code which identifies a specific location	

Segment: **PER** Administrative Communications Contact

Position: 350

Loop: N1 Optional

Level: Heading

Usage: Optional

Max Use: 3

Purpose: To identify a person or office to whom administrative communications should be directed

Syntax Notes: 1 If either PER03 or PER04 is present, then the other is required.

2 If either PER05 or PER06 is present, then the other is required.

Semantic Notes:

Comments:

Notes: Use this segment when BAK02 is code AT, RF, or RJ.

Data Element Summary

	Ref.	Data	Name	Attributes
	Des.	Element		
Must Use	PER01	366	Contact Function Code	M ID 2/2
			Code identifying the major duty or responsibility of the person or group named	
			AA Authorized Representative	
			Use to indicate the person authorized to transmit this transaction set. Use this code only when BAK02 is code AT, RF, or RJ.	
			IC Information Contact	
	PER02	93	Name	O AN 1/35
			Free-form name	
			Cite the last name first, followed by the first name. Do not truncate the last name if the whole name is longer than 35 characters. Instead, truncate or use the initial of the first name.	
	PER03	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			EM Electronic Mail	
			FX Facsimile	
			TE Telephone	
	PER04	364	Communication Number	X AN 1/80
			Complete communications number including country or area code when applicable	
			When PER03 is code TE, cite the area code and commercial telephone number.	
	PER05	365	Communication Number Qualifier	X ID 2/2
			Code identifying the type of communication number	
			Use to identify a second communications number for the party cited in PER02. For example, if PER03/04 cites the commercial telephone number, PER05/06 can be used to cite an electronic mail number.	
			EM Electronic Mail	
			EX Telephone Extension	
			Use only if PER03 is used citing code TE.	
			FX Facsimile	
			TE Telephone	
	PER06	364	Communication Number	X AN 1/80
			Complete communications number including country or area code when applicable	
			When PER05 is code TE, cite the area code and commercial telephone number.	

Segment: **PO1** Baseline Item Data
 Position: 010
 Loop: PO1 Optional
 Level: Detail
 Usage: Optional
 Max Use: 1
 Purpose: To specify basic and most frequently used line item data
 Syntax Notes: 1 If PO103 is present, then PO102 is required.
 2 If PO105 is present, then PO104 is required.
 3 If PO106 is present, then PO107 is required.
 4 If PO108 is present, then PO109 is required.
 5 If PO110 is present, then PO111 is required.
 6 If PO112 is present, then PO113 is required.
 7 If PO114 is present, then PO115 is required.
 8 If PO116 is present, then PO117 is required.
 9 If PO118 is present, then PO119 is required.
 10 If PO120 is present, then PO121 is required.
 11 If PO122 is present, then PO123 is required.
 12 If PO124 is present, then PO125 is required.

Semantic Notes:

Comments: 1 See the Data Dictionary for a complete list of ID's.
 2 PO101 is the line item identification.
 3 PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

Notes: 1. Use this segment when BAK02 is code AC or AD.
 2. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.
 3. When BAK02 is code AC, use to identify the correct line item information when it differs from that contained in the 850 transaction set.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
PO101	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set <i>Cite the same line item number(s) as contained in the 850 transaction set.</i>	O AN 1/11
PO102	330	Quantity Ordered Quantity ordered <i>Use to identify the quantity cited in the 850 transaction set of the quantity accepted by the selling party.</i>	X R 1/9
PO103	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <i>Use to identify the unit of measure applicable to the quantity cited in PO102.</i> Refer to 003040 Data Element Dictionary for acceptable code values.	O ID 2/2
PO104	212	Unit Price Price per unit of product, service, commodity, etc. <i>Use to identify the price cited in the 850 transaction set or the price accepted by the selling party.</i>	X R 1/14
Not Used	PO105	639 Basis of Unit Price Code Code identifying the type of unit price for an item	O ID 2/2

PO106	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		1. When BAK02 is code AD, cite the same codes as contained in the 850 transaction set.		
		2. When BAK02 is code AC, cite the appropriate code to identify the line item if different than the code(s) contained in the 850 transaction set.		
		3. Any code may be used but the listed codes are preferred to cite differences in line item identification.		
		CR Contract Number		
		If BAK03 is a delivery order against a basic contract or GSA Schedule, use to indicate the contract number.		
		FS National Stock Number		
		LT Lot Number		
		MF Manufacturer		
		ND National Drug Code (NDC)		
		SN Serial Number		
		VP Vendor's (Seller's) Part Number		
PO107	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO108	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO109	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO110	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO111	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO112	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO113	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO114	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO115	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO116	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO117	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		

PO118	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO119	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO120	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO121	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO122	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO123	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		
PO124	235	Product/Service ID Qualifier	O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
		Refer to 003040 Data Element Dictionary for acceptable code values.		
PO125	234	Product/Service ID	X	AN 1/30
		Identifying number for a product or service		

Segment:	PID Product/Item Description
Position:	050
Loop:	PID Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To describe a product or process in coded or free-form format
Syntax Notes:	<ol style="list-style-type: none"> 1 If PID04 is present, then PID03 is required. 2 At least one of PID04 or PID05 is required. 3 If PID07 is present, then PID03 is required. 4 If PID08 is present, then PID03 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 Use PID03 to indicate the organization that publishes the code list being referred to. 2 PID04 should be used for industry-specific product description codes. 3 PID08 describes the physical characteristics of the product identified in PID04. A ``Y" indicates that the specified attribute applies to this item. A ``N" indicates it does not apply. Any other value is indeterminate.
Comments:	<ol style="list-style-type: none"> 1 If PID01 = ``F", then PID05 is used. If PID01 = ``S", then PID04 is used. If PID01 = ``X", then both PID04 and PID05 are used. 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment. 3 PID07 specifies the individual code list of the agency specified in PID03.
Notes:	<ol style="list-style-type: none"> 1. <i>Use this segment when BAK02 is code AC or AD.</i> 2. <i>When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.</i> 3. <i>When BAK02 is code AC, transmit the item description if different than the description contained in the 850 transaction set.</i>

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PID01	349	Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
Not Used	PID02	750	Product/Process Characteristic Code Code identifying the general class of a product or process characteristic	O ID 2/3
Not Used	PID03	559	Agency Qualifier Code Code identifying the agency assigning the code values	X ID 2/2
Not Used	PID04	751	Product Description Code A code from an industry code list which provides specific data about a product characteristic	X AN 1/12
Must Use	PID05	352	Description A free-form description to clarify the related data elements and their content	X AN 1/80
Not Used	PID06	752	Surface/Layer/Position Code Code indicating the product surface, layer or position that is being described	O ID 2/2
Not Used	PID07	822	Source Subqualifier A reference that indicates the table or text maintained by the Source Qualifier	O AN 1/15
Not Used	PID08	1073	Yes/No Condition or Response Code Code indicating a Yes or No condition or response	O ID 1/1

Segment: **ACK** Line Item Acknowledgment
Position: 270
Loop: ACK Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To acknowledge the ordered quantities and specify the ready date for a specific line item
Syntax Notes:

- 1 If ACK02 is present, then ACK03 is required.
- 2 If ACK04 is present, then ACK05 is required.
- 3 If ACK07 is present, then ACK08 is required.
- 4 If ACK09 is present, then ACK10 is required.
- 5 If ACK11 is present, then ACK12 is required.
- 6 If ACK13 is present, then ACK14 is required.
- 7 If ACK15 is present, then ACK16 is required.
- 8 If ACK17 is present, then ACK18 is required.
- 9 If ACK19 is present, then ACK20 is required.
- 10 If ACK21 is present, then ACK22 is required.
- 11 If ACK23 is present, then ACK24 is required.
- 12 If ACK25 is present, then ACK26 is required.
- 13 If either ACK27 or ACK28 is present, then the other is required.
- 14 If ACK28 is present, then both ACK27 and ACK29 are required.

Semantic Notes: 1 ACK29 Industry Reason Code may be used to identify the item status. In addition, it may be used in conjunction with ACK01 to further clarify the status.

Comments:

Notes:

1. Use this segment when BAK02 is code AC, AD, or RJ to provide information related to the line item ordered in the applicable 850 transaction set. When BAK02 is code RJ, use this segment only to identify the rejected line item.

2. When providing delivery information, use as many repetitions of this segment as necessary to specify the delivery schedule.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
Must Use	ACK01	668 Line Item Status Code	M ID 2/2
		Code specifying the action taken by the seller on a line item requested by the buyer	
		AC	Item Accepted and Shipped
		AR	Item Accepted and Released for Shipment
		BP	Item Accepted - Partial Shipment, Balance Backordered
		DR	Item Accepted - Date Rescheduled
		IA	Item Accepted
		IB	Item Backordered
		IC	Item Accepted - Changes Made
		ID	Item Deleted
		IE	Item Accepted, Price Pending
		IF	Item on Hold, Incomplete Description
		IH	Item on Hold
		IP	Item Accepted - Price Changed
		IQ	Item Accepted - Quantity Changed
		IR	Item Rejected
		IS	Item Accepted - Substitution Made
		IW	Item on Hold-Waiver Required
		SP	Item Accepted - Schedule Date Pending

	ACK02	380	Quantity	O	R 1/15
			Numeric value of quantity		
	ACK03	355	Unit or Basis for Measurement Code	X	ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken		
			Refer to 003040 Data Element Dictionary for acceptable code values.		
	ACK04	374	Date/Time Qualifier	O	ID 3/3
			Code specifying type of date or time, or both date and time		
		073	Scheduled for Delivery (Prior to and Including)		
			<i>Use to indicate the scheduled delivery date for the quantity cited in ACK02.</i>		
	ACK05	373	Date	X	DT 6/6
			Date (YYMMDD)		
Not Used	ACK06	326	Request Reference Number	O	AN 1/45
			Reference number or RFQ number to use to identify a particular transaction set and query (additional reference number or description which can be used with contract number)		
Not Used	ACK07	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	ACK08	234	Product/Service ID	X	AN 1/30
			Identifying number for a product or service		
Not Used	ACK09	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	ACK10	234	Product/Service ID	X	AN 1/30
			Identifying number for a product or service		
Not Used	ACK11	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	ACK12	234	Product/Service ID	X	AN 1/30
			Identifying number for a product or service		
Not Used	ACK13	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	ACK14	234	Product/Service ID	X	AN 1/30
			Identifying number for a product or service		
Not Used	ACK15	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	ACK16	234	Product/Service ID	X	AN 1/30
			Identifying number for a product or service		
Not Used	ACK17	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	ACK18	234	Product/Service ID	X	AN 1/30
			Identifying number for a product or service		
Not Used	ACK19	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
Not Used	ACK20	234	Product/Service ID	X	AN 1/30
			Identifying number for a product or service		
Not Used	ACK21	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		

Not Used	ACK22	234	Product/Service ID Identifying number for a product or service	X	AN 1/30
Not Used	ACK23	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	O	ID 2/2
Not Used	ACK24	234	Product/Service ID Identifying number for a product or service	X	AN 1/30
Not Used	ACK25	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	O	ID 2/2
Not Used	ACK26	234	Product/Service ID Identifying number for a product or service	X	AN 1/30
Not Used	ACK27	559	Agency Qualifier Code Code identifying the agency assigning the code values	X	ID 2/2
Not Used	ACK28	822	Source Subqualifier A reference that indicates the table or text maintained by the Source Qualifier	X	AN 1/15
Not Used	ACK29	1271	Industry Code Code indicating a code from a specific industry code list	X	AN 1/20

Segment: CTT Transaction Totals
Position: 010
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If CTT03 is present, then CTT04 is required.
2 If CTT05 is present, then CTT06 is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	CTT01	354	Number of Line Items Total number of line items in the transaction set <i>When BAK02 is code AT, or when rejecting the entire 850 transaction set, cite the number "0".</i>	M N0 1/6
Not Used	CTT02	347	Hash Total Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.	O R 1/10
Example:				
-.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.				
Not Used	CTT03	81	Weight Numeric value of weight	O R 1/10
Not Used	CTT04	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	X ID 2/2
Not Used	CTT05	183	Volume Value of volumetric measure	O R 1/8
Not Used	CTT06	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	X ID 2/2
Not Used	CTT07	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

Syntax Notes:

Semantic Notes:

Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments	M N0 1/10
Must Use	SE02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>This is the same number as ST02.</i>	M AN 4/9

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